

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 21-202**

**AIR FORCE MATERIEL COMMAND**

**Supplement 1**

**8 DECEMBER 1997**

**Maintenance**

**COMBAT AMMUNITION SYSTEM  
PROCEDURES**

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This supplement does not apply to the Air National Guard or US Air Force Reserve units and members.

**AFI 21-202, 1 July 1995, is supplemented as follows:**

1.3.2. Request for waiver will include a brief statement of requested appointees munitions experience and description of personnel and management actions taken to obtain a qualified individual.

1.3.4. MASO's and munitions operations personnel will not be appointed to perform custodial duties for any supported custody account. The only exceptions are higher headquarters directed exercise custody accounts.

1.3.7. Maintain certificate of transfer on file for the duration of the MASO appointment.

1.8.1. (Added) Post-Post Operations. Post-post is a mode of operation that allows continued support during periods of extended computer downtime. Post-post operations will be implemented as an interim measure when automated accounting procedures are disrupted. It also provides a systematic recovery of information into the CAS-B system after normal operations resumed. Munitions flight chiefs will develop post-post procedures for local implementation.

1.8.1.1. (Added) When it has been determined that CAS-B will be nonoperational for an extended period of time, the munitions flight chief will initiate post-post procedures and establish a recovery team. This team, comprised of the system site administrator and personnel from CAS-B, munitions operations, inspection, storage, and scheduling, will be responsible for collecting and organizing all documentation for input into CAS-B when it becomes operational. The order of document processing into CAS-B will be determined by the MASO. Attach computer output to all documentation.

1.8.1.2. (Added) CAS-B listings necessary to support post-post processing will be run on a recurring basis to ensure current information is available should CAS-B become inoperable. Listings include, but are not limited to, Structure Asset Report (IS102A), Asset Balance Report - Stockpile (IS501A), Asset Posture Report (IS509A), Asset Balance Report - Location (IS567A), SRAN/Base Name Report (ISB13A), BIF

Report (ISB14A), Basic Indicative Data Report (ISD11A), Master Stock Number and Substitute National Stock Number Report (ISD12A), and the Asset Levels Listing (ISG08A).

2.13.2. In the event of extended leave or TDY for organizational commanders, only the individual identified on G-series orders may act as commander. A copy of these orders must be provided to the MASO upon his or her request.

2.13.5. AFMC units may elect to validate the AF Form 68, **Munitions Authorization Record**, annually.

2.14.2.1. This review will be accomplished within 30 days of assumption of duties.

2.14.2.2. Form letters may be used to brief commanders/certifying officials. Letters will be signed and returned to the MASO for filing in the custody account folders. The MASO/designated representative is required to personally brief primary custodians only. The primary custodian is responsible for ensuring alternate custodians are briefed and capable to perform all duties in their absence.

2.14.2.3. Procedures will also include:

- Custodial responsibility to monitor service life on assets issued to their account.
- Proper preparation of documentation (AF Form 68, AF Form 2005, Issue/Turn-In Request, etc.).

2.14.11. (Added) The MASO will maintain or have access to the following publications:

- AFIND 2, *Numerical Index of Standard and Recurring Air Force Publications*, AFIND 9, *Numerical Index of Departmental Forms*, AFIND 10, *Management Control and Authorization Program for Tables of Allowance (TA) and Allowance Source Codes (ASC) for USAF Activities*, AFCAT 21-209, AFI 21-208, *Munitions Forecast, Allocation, and Buy Budget Processes*, AFI 31-207, *Arming and Use of Force by Air Force Personnel*, AFI 21-202, AFI 21-203, *Deployable Ammunition Operations Procedures*, AFI 21-206, *The Global Asset Positioning Program*, AFI 25-101, *War Reserve Materiel (WRM) Program Guidance*, AFCSMAN 136-824, and the *Air Force Munitions Security Classification Guide*.
- FED LOG (Federal Logistics Data on Combat Disc-Read Only Memory (CD-ROM), the S-2A-1 (Index of USAF and DOD Federal Supply Catalogs), and the Ammunition Catalog.
- TO 00-20-9-1, 11A-1-1, and 11A-1-46.

3.17.7. (Added) The MASO should not establish accountability for nonstocklisted items belonging to outside organizations. Since units procure local purchase munitions with O&M funds, the munitions function is not responsible for accountability, storage, inspection, or demilitarization of these assets. Local guidance will be established outlining owing agencies responsibility for disposition of nonstocklisted items. At a minimum no munitions storage area will be required to accept such items prior to owner providing disposition.

3.17.8. (Added) Munitions units will publish guidance for stocklisted and nonstocklisted munitions which are procured for the sole use of individual test programs. Guidance will include but is not limited to the following:

- Procedures for ensuring accountability while munitions are on station.
- Procedures for USERS to dispose of items when no longer required for program use.

3.21.4. CAS-B processed requisitions comments field will have shipment TCN and quantity GCS (cc/F) in outgoing shipment. NOTE: Lack of this information will result in needless delay for GCS replacements.

3.24.1. Receive assets on accountable records in their true condition code if known at time of receipt or receive assets using the condition code stated on the receipt document as long as the serviceability of assets is not suspect.

3.27.5. AF Form 2005 will be filled out according to the base Munitions Customer Guide.

3.28.2. See paragraph 3.27.5, this supplement.

3.29.3. The MASO must ensure the other users (inspection/storage elements) of the AF Form 68 are notified of deletions.

3.32.4. AFMC units will determine time frame submission requirements for issues.

3.32.5. Emergency issue requests that require the LG/CC signature are those time change items that were not properly forecasted (para 2.11.3) or emergency issue requests submitted during closed warehouse inventories. These requests can be approved orally by the maintenance supervisor, followed by a letter of justification (within 48 hours) signed by the LG/CC. Valid emergencies (CAD/PAD items which fail and need immediate replacement) can be approved at the munitions flight chief level.

**3.35. NOTE:** Kits, Dog Training Scent: Inspection section will remove the unserviceable assets from the kit and turn them in under the proper NSN and condition code. Place the kit in condition code G. CAS will allow the kit to remain on the appropriate custody account. Requisition the replacement items. When the replacement item is received, consumption issue the item to the organization, place the asset in the kit and return the kit to condition code "A." Forecast for the replacement items annually, using category "A." You must also forecast for the kit annually in category "C."

3.36.3. MASO should not establish accountability for nonstocklisted items for which base officials have assumed responsibility, i.e., amnesty boxes. These items may be courtesy stored for EOD, security police, etc., but they should not be added to FV account. Courtesy storage agreements will be used to outline specific responsibilities.

3.37.1. MASO has the discretion to allow custodians to submit expenditures on a weekly basis.

3.37.2. See paragraph 3.27.5, this supplement.

3.41.5.2. Units will devise local procedures to identify contents of the structure.

3.42.2. After each custody account inventory, the custodian and commander will sign, date, and return a copy of the custody account listing to the MASO.

3.42.3. The MASO ensures all munitions users are aware of the inventory dates by publishing these dates through base media. This minimizes transactions against the account during the inventory.

3.42.4. The MASO determines which month the semiannual custody account inventories are performed.

3.46.6. A copy of the report or letter will be filed with the inventory adjustment document.

3.47.1. Document control procedures are also contained in the CAS-B Users Handbook.

3.48.3. A suspense copy of all documents will be retained until document control copy is completed and filed. A document is not considered delinquent if the status and location are known. The MASO will make every effort to locate missing documents. If lost, the suspense copy will be certified "true copy" and signed by the MASO. Regenerated documents will be certified and justified by the MASO. Ammunition Disposition Request will be filed in ADR number sequence.

3.48.5. As a minimum, the MASO maintains the following correspondence/letters:

- AF Form 68.
- MASO appointment letter/Certificate of Transfer.
- Appointment of munitions inspectors.
- Personnel authorized to dispose of FSG 13 munitions (normally EOD personnel).
- Personnel authorized to demilitarize FSG 13 munitions (normally 2W0 personnel).
- Personnel authorized to receipt for munitions and explosive items, including classified items, that are being released to the transportation movement officer for shipment.
- Appointment of base munitions WRM officer.

3.48.7. See figure 3.1., this supplement, for additional quality control checks.

**Figure 3.1. (Added) Quick Reference Guide for Quality Control Edits.**

Type of Document	NSN	Qty	U/I	Doc No.	Lot/ Ser No.	C C	Inspector Sign/Date	Inchecker Sign/Date	Receiver Sign/ Date	Notes
Issues AF Form 2005	X	X	X	X		X				1,2,10,11, 12,17,19, 22
Issue Documents	X	X	X	X	X	X	X		X	3,4,9,17, 20,22
Expendi- ture AF Form 2005	X	X	X	X	X	X				1,2,9,12, 13,14,17, 22,23
Turn-in AF Form 2005	X	X	X	X	X	X	X	X		9,12,14, 15,17,22
Receipt DD Form 1348-1/1A	X	X	X	X	X	X	X	X		4,5,8,9,17, 22
Shipment DD Form 1348-1	X	X	X	X	X	X	X		X	4,6,9,17, 21,22
Shipment to DRMO	X	X	X	X	X	X	X		X	4,7,9,16, 17,21,22
Local Dis- posal	X	X	X	X	X	X			X	4,9,16,17, 21,22
Condition Code Change	X	X	X	X	X	X	X			17,18,22

Identity Change	X	X	X	X	X	X	X			17,22,24
ADR	X	X	X	X	X	X	X			17,21,22

**NOTE 1.** Commander or designated representative must sign and date in block A (AF Form 2005).

**NOTE 2.** The MASO or designated representative must sign and date block B (AF Form 2005).

**NOTE 3.** Complete round issues resulting from complete round turn-ins do not require an inspector's signature/date.

**NOTE 4.** If an item is classified, the person receiving the property must be authorized in writing to receipt for classified property.

**NOTE 5.** When the received quantity is different from the shipped quantity the inspector will circle the quantity on document, enter new quantity, and initial. Check the transaction quantity to be sure the correct quantity received was processed.

**NOTE 6.** Munitions shipments using transportation channels will have the TMO representative's signature in block 22 and date in block 23. On sensitive items or higher the TMO representative's need only sign the receipt for material portion on bottom of DD Form 1348-1A, **Issue Release/Receipt Document**, or DD Form 1348-1, **DOD Single Line Item Release/Receipt Document**.

**NOTE 7.** The DRMO representative will sign and date the receipt portion of the document.

**NOTE 8.** On DD Form 1348-1A the inchecker will sign in block 22 and date in block 23. The munitions inspector will sign and date block 27. On DD Form 1348-1 the inchecker will sign and date in block 7 and the inspector will sign and date block 8.

**NOTE 9.** Both the reverse post (RVP) document and the erroneous source document must be cross-referenced with the appropriate transaction serial numbers. The RVP document must contain a brief explanation of the circumstances involved and signed by the MASO or designated representative.

**NOTE 10.** Custodian must enter the date and time munitions are required in block G (AF Form 2005).

**NOTE 11.** Place reason for use, authorizing directive, and category code in block 7.

**NOTE 12.** Place nomenclature in block J and category code in block 7.

**NOTE 13.** Place reason for expenditure, authorizing directive, signature of custody account custodian in block E and category code in block 7 of AF Form 2005.

**NOTE 14.** Lot/serial number and condition code from the original issue document will be entered in block D.

**NOTE 15.** Reason for turn-in, applicable item TO, and actual condition code of the item in Block E and the category code will be entered in block 7.

**NOTE 16.** The disposal and witnessing official will sign and date above the respective statements, "Demilitarization/Disposal Official" and "Witnessing Official."

**NOTE 17.** If an item is classified, the words "Classified Item" will be stamped or handscribed in red ink on all source document copies.

**NOTE 18.** The inspector will annotate the reason for the condition code change, sign, and date the document.

**NOTE 19.** Block C will contain the grounding date of the aircraft for Time Change assets.

**NOTE 20.** Printed name, signature, and date received by the requesting organization.

**NOTE 21.** SHP/A5J's will have ADR number cross referenced on DD Form 1348-1A if applicable.

**NOTE 22.** The proper ownership and purpose code, “A” for NOAM and “3” for NOWR will be placed on all NOCM documents.

**NOTE 23.** The expenditure source document (AF Form 2005) may be filed in lieu of the CAS-B expenditure document. Ensure the transaction number is annotated on the AF Form 2005.

**NOTE 24.** The MASO or designated representative must sign and date.

3.50. (Added) USAF members who are deploying and do not have an established munitions custody account will contact the MASO to receive small arms ammo for weapons being hand carried. Deploying members must also furnish a copy of his/her orders and message stating member must deployed with ammunition. The MASO will process a shipment document with the ship to location SRAN if known. Use FK9999 if SRAN is unknown. The following statement will be on the back of the shipment document and briefed to the member by the MASO: “Small arms ammunition will be controlled and the person receiving this ammunition must maintain accountability and lot number integrity for these assets. The shipping document and ammunition will be turned in to the Air Force munitions storage area at deployed location. If a storage area has not been established, member will retain accountability for these assets. Member will document on the back of the shipment document if assets are expended or turned over to any other military storage area (Army, Navy, etc.). If turned over to a military authority, member will receive documentation showing who accepted accountability for the assets (name, rank, SSAN, organization, home base DSN). This documentation will be given to the home station MASO upon return from deployment.” Suggest the MASO provide the deploying member with an AF Form 1297, **Temporary Issue Receipt**, or locally developed form for turning over munitions to the gaining military authority.

4.4.6. For the purpose of this brief and other WRM munitions complete round assessments, conditions codes A - E and N will be considered available for combat.

4.8.1. In the event a category C level request is disapproved units are authorized to use WRM inventory to provide realistic training; however, in no case will munitions be consumed or service life started. This authorization only applies after category C request has been submitted, denied or reduced.

5.2.2.1. AFMC units will only submit serviceable excess ADR's when the unit is in need of critical storage space.

**5.2.2.3. NOTE 2.** CAS units will not place serviceable excess in CC/J. Units will continue to use the manual AF Form 191, **Ammunition Disposition Request**.

5.2.2.8. Units will send a message to AIG 10179 (AFMC Munitions Flights) offering those components for use before taking any disposal actions. This gives each unit the opportunity to acquire needed components to return an end item to a serviceable condition.

5.3.9.1. Before returning excess serviceable containers, contact HQ AFMC/DRWO for possible redistribution.

5.3.9.4. After verifying the container is XD2, load the IDR data using program ISD25A. If transportation indicative data is blank after receiving the IDR update from CAS-A, contact OO-ALC for disposition instructions.

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